

AUDITED FINANCIAL STATEMENTS

TOWNSHIP OF OLIVE, MICHIGAN

March 31, 2008

## Auditing Procedures Report

[Reset Form](#)[Email](#)

Issued under Public Act 2 of 1968, as amended.

Unit Name	Township of Olive	County	Ottawa	Type	Township	MuniCode	70-1-090
Opinion Date	June 27, 2008	Audit Submitted		Fiscal Year	March 31, 2008		

If a local unit of government (authorities & commissions included) is operating within the boundaries of the audited entity and is NOT included in this or any other audit report, nor do they obtain a stand-alone audit, enclose the name(s), address(es), and a description(s) of the authority and/or commission.

**Place a check next to each "Yes" or non-applicable question below. Questions left unmarked should be those you wish to answer "No".**

<input checked="" type="checkbox"/> 1. Are all required component units/funds/agencies of the local unit included in the financial statements and/or disclosed in the reporting entity notes to the financial statements?
<input checked="" type="checkbox"/> 2. Does the local unit have a positive fund balance in all of its unreserved fund balances/unrestricted net assets?
<input type="checkbox"/> 3. Were the local unit's actual expenditures within the amounts authorized in the budget?
<input checked="" type="checkbox"/> 4. Is this unit in compliance with the Uniform Chart of Accounts issued by the Department of Treasury?
<input checked="" type="checkbox"/> 5. Did the local unit adopt a budget for all required funds?
<input checked="" type="checkbox"/> 6. Was a public hearing on the budget held in accordance with State statute?
<input checked="" type="checkbox"/> 7. Is the local unit in compliance with the Revised Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, and other guidance as issued by the Local Audit and Finance Division?
<input type="checkbox"/> 8. Has the local unit distributed tax revenues, that were collected for another taxing unit, timely as required by the general property tax act?
<input checked="" type="checkbox"/> 9. Do all deposits/investments comply with statutory requirements including the adoption of an investment policy?
<input checked="" type="checkbox"/> 10. Is the local unit free of illegal or unauthorized expenditures that came to your attention as defined in the Bulletin for Audits of Local Units of Government in Michigan, as revised (see Appendix H of Bulletin.)
<input checked="" type="checkbox"/> 11. Is the unit free of any indications of fraud or illegal acts that came to your attention during the course of audit that have not been previously communicated to the Local Audit and Finance Division? (If there is such activity, please submit a separate report under separate cover.)
<input checked="" type="checkbox"/> 12. Is the local unit free of repeated reported deficiencies from previous years?
<input checked="" type="checkbox"/> 13. Is the audit opinion unqualified? 14. If not, what type of opinion is it? <input type="text" value="NA"/>
<input checked="" type="checkbox"/> 15. Has the local unit complied with GASB 34 and other generally accepted accounting principles (GAAP)?
<input checked="" type="checkbox"/> 16. Has the board or council approved all disbursements prior to payment as required by charter or statute?
<input checked="" type="checkbox"/> 17. To your knowledge, were the bank reconciliations that were reviewed performed timely?
<input type="checkbox"/> 18. Are there reported deficiencies? 19. If so, was it attached to the audit report?

General Fund Revenue:	740,152
General Fund Expenditure:	710,947
Major Fund Deficit Amount:	\$ 0.00

General Fund Balance:	2,500,004
Governmental Activities Long-Term Debt (see instructions):	-0-

We affirm that we are certified public accountants (CPA) licensed to practice in Michigan. We further affirm the above responses have been disclosed in the financial statements, including the notes, or in the Management Letter (Reported deviations).

CPA (First Name)	Calvin	Last Name	Meeusen	Ten Digit License Number	1101006731				
CPA Street Address	600 S. Beacon Blvd., Suite 1A	City	Grand Haven	State	MI	Zip Code	49417	Telephone	616-846-6210
CPA Firm Name	Calvin D. Meeusen, C.P.A., PLLC	Unit's Street Address	600 S. Beacon Blvd., Suite 1A	City	Grand Haven	Zip Code	49417		

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**CALVIN D. MEEUSEN, C.P.A., PLLC**

**CALVIN D. MEEUSEN  
CERTIFIED PUBLIC ACCOUNTANT**

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**REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANT**

To the Township Board  
Township of Olive, Michigan

I have audited the accompanying financial statements of the governmental activities and each major fund of the Township of Olive, Michigan as of and for the year ended March 31, 2008, which, collectively, comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Township's management. My responsibility is to express opinions on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, and each major fund of the Township as of March 31, 2008, and the respective changes in financial position where applicable, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis (identified in the table of contents) is not a required part of the basic financial statements but is supplemental information required by the Governmental Accounting Standards Board. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplemental information. However, I did not audit the information and express no opinion on it.

The accompanying required supplemental information, as identified in the table of contents, are not required parts of the basic financial statements. The required supplemental information is information required by the Governmental Accounting Standards Board. My audit was conducted

for the purpose of forming opinions on the financial statements that collectively comprise the Township of Olive basic financial statements. The required supplemental information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole



Calvin D. Meeusen C. P. A. PLLC

Calvin D. Meeusen, C.P.A., PLLC  
Grand Haven, MI 49417  
June 27, 2008

Township of Olive, Michigan  
Management's Discussion and Analysis

March 31, 2008

**Using this Management's Discussion and Analysis**

This annual report is intended to supplement the Township's financial statements for fiscal year ending March 31, 2008. The Statement of Net Assets and the Statement of Activities provide information about the activities of the Township as a whole and present a longer-term view of the Township's finances. Fund financial statements (i.e. the Statement of Governmental Fund Revenue, Expenditures and changes in Fund Balance and the Governmental Fund Balance Sheet) tell how these services were financed in the short-term, as well as what remains for future spending. Fund financial statements also report the Township's operations in more detail than the government-wide financial statements.

**The Township as a Whole**

The Township's total net assets are \$5,235,587 as of March 31, 2008. Unrestricted net assets, which represents net assets that can be used to finance day to day operations, comprise 68.2% of that total. The current level of unrestricted net assets for our governmental activities stands at \$3,573,185 or about 288% of current year operating expenditures.

**Government-Wide Financial Analysis:**

The first table presented is a summary of the government-wide statement of net assets for the Township. The net assets may be used as an indicator of a government's financial health. As of March 31, 2008, the Township's total government-wide net assets from governmental activities totaled \$5,235,587 (100%).

In examining the composition of these net assets, the reader should note that governmental activities net assets are primarily invested in capital assets (i.e., buildings, land, vehicles, equipment, etc.). These assets are used to provide services to the residents and they are not available to pay salaries, operational expenses, or fund capital projects.

Table 1  
Township of Olive Net Assets

	<u>Governmental Activities</u>	
	<u>2008</u>	<u>2007</u>
<u>Assets</u>		
Current and other assets	\$3,578,534	\$3,385,544

Township of Olive, Michigan  
Management's Discussion and Analysis  
March 31, 2008

Table 1- Township of Olive Net Assets-continued

	<u>Governmental Activities</u>	
	<u>2008</u>	<u>2007</u>
Capital assets, net of accumulated depreciation	1,662,402	1,659,856
<b>Total</b>	<b>\$5,240,936</b>	<b>\$5,045,400</b>
<u>Liabilities</u>		
Current	5,349	1,473
Noncurrent	-	-
<b>Total</b>	<b>5,349</b>	<b>1,473</b>
<u>Net Assets</u>		
Capital Assets, Net of Debt	1,662,402	1,659,856
Unrestricted	3,573,185	3,384,071
<b>Total net assets</b>	<b>\$5,235,587</b>	<b>\$5,043,927</b>

The Township's net assets continue to remain healthy. The Township has enough unrestricted cash on hand at the end of the year to fund normal operating expenses in similar circumstances for over 12 months.

#### Governmental Activities

Governmental activities increased the Township's net assets by \$191,660, accounting for all of the total growth in net assets. Table 2 depicts this occurrence which will be discussed in more detail later in this analysis.

The Township's total revenues in the General Fund increased by approximately 5.0%.

The Township is planning to add new computers and updated software. We will also be updating our telephone service and adding projection equipment.

Township of Olive, Michigan  
Management's Discussion and Analysis  
March 31, 2008

Table 2  
Township of Olive Changes in Net Assets

	Governmental Activities	
	<u>2008</u>	<u>2007</u>
<u>Revenues</u>		
Program		
Charges for Services	\$ 85,682	\$ 77,351
General		
Property taxes	815,755	772,804
Federal grants	40,319	-
State revenue sharing	314,285	313,821
Investment earnings	156,661	127,779
Other	<u>16,902</u>	<u>9,881</u>
<b>Total</b>	<b>1,429,604</b>	<b>1,301,636</b>
<u>Expenses</u>		
Legislative	13,411	13,618
General government	330,240	286,461
Public safety	386,121	352,668
Public works	361,407	264,747
Other	<u>146,765</u>	<u>117,548</u>
<b>Total</b>	<b><u>1,237,944</u></b>	<b><u>1,035,042</u></b>
Increase in Net Assets	191,660	266,594
Net Assets-beginning of year	<u>5,043,927</u>	<u>4,777,333</u>
Net Assets-end of year	<b><u>\$5,235,587</u></b>	<b><u>\$5,043,927</u></b>

### The Township's Funds

An analysis of the Township's major funds begins on page 11 following the entity wide financial statements. The fund financial statements provide detailed information about the significant funds, not the Township as a whole. The Township Board creates funds to help manage money for specific purposes as well as to show accountability for certain activities. The Township's major funds include the General Fund, Road Fund, Fire Rescue Donation Fund and the Emergency Fund.

The General Fund pays the Township's general operating expenditures, the most significant of which are General Government, Public Safety and Public Works.

### General Fund Budgetary Highlights

As in past years, the Township Board monitors the budget on a monthly basis. Over the course of the year, the Township Board amended the budget to take into account events during the year. Township



Township of Olive, Michigan  
Management's Discussion and Analysis

March 31, 2008

**General Fund Budgetary Highlights-Continued**

expenditures overall stayed below budget, resulting in total expenditures of \$710,947, which was \$1,581,444 below budget. The General Fund's fund balance increased from \$2,500,004 a year ago to \$2,529,209 at March 31, 2008. The budget was amended for professional and contractual services, supplies and miscellaneous expenses resulting in an increase to the original budget.

**Capital Asset and Debt Administration**

At March 31, 2008 the Township had \$1,662,402 (net of accumulated depreciation of \$622,315) invested in a broad range of capital assets including land, land improvements, buildings and machinery and equipment.

**Economic Factors and Next Year's Budgets and Rates**

The Township's budget for the next fiscal year projects property taxes to increase by approximately 5% due to increases in property values and newly assessed residential properties from housing developments. State revenue sharing allocations are a budgetary concern at this time. The State of Michigan has experienced significant budgeting problems and as they look for solutions, state shared revenues may decrease. The amount of revenue sharing is uncertain at this time but is expected to approximate last year's amount. Salaries are a large expenditure of the funds and represented approximately 9% of this year's total budget.

The Township continues to look and study the sewer project serving the Borculo area. We are looking at expanding our office hours to better serve our Township residents.

**Contacting the Township's Management**

This financial report is intended to provide our citizens, taxpayers, customers and other interested parties with a general overview of the Township's finances and to show the Township's accountability for the money it receives. If you have questions about this report or need additional information, we welcome you to contact us at (616) 786-9996.

Township of Olive, Michigan  
STATEMENT OF NET ASSETS

March 31, 2008

	Governmental <u>Activities</u>
ASSETS	
Cash	\$3,353,553
Receivables	
Taxes	52,319
Assessments	51,955
Due from fiduciary funds	71,542
Due from state	49,165
Capital assets, net	<u>1,662,402</u>
Total assets	<u><u>5,240,936</u></u>
LIABILITIES	
Accounts payable	5,349
Accrued expenses	<u>-</u>
Total liabilities	<u>5,349</u>
NET ASSETS	
Invested in capital assets net of related debt	1,662,402
Unrestricted	<u>3,573,185</u>
Total Net Assets	<u><u>\$5,235,587</u></u>

The Notes to Financial Statements are an integral part of this statement.

Township of Olive, Michigan  
STATEMENT OF ACTIVITIES  
Year ended March 31, 2008

	<u>Program Revenue</u>		<u>Net (Expense) Revenue and Changes in Net Assets</u>
	<u>Expenses</u>	<u>Charges for services</u>	<u>Primary Government Governmental activities</u>
Primary Government			
Governmental activities			
Legislative	\$ 13,411	\$ -	\$ (13,411)
General government	330,240	26,386	(303,854)
Public safety	386,121	59,296	(326,825)
Public works	361,407	-	(361,407)
Other governmental functions	<u>146,765</u>	<u>-</u>	<u>(146,765)</u>
Total primary Government	<u>\$1,237,944</u>	<u>\$ 85,682</u>	<u>\$(1,152,262)</u>
General revenues			
Property taxes			815,755
Federal grants			40,319
State grants			314,285
Investment earnings			156,661
Other			<u>16,902</u>
Total general revenue and special items			<u>1,343,922</u>
Change in net assets			191,660
Net assets at April 1, 2007			<u>5,043,927</u>
Net assets at March 31, 2008			<u>\$5,235,587</u>

The accompanying notes are an integral part of this statement.

Township of Olive, Michigan

BALANCE SHEET  
GOVERNMENTAL FUNDS

March 31, 2008

	General Fund	Road Fund	Fire Rescue Donation Fund	Emergency Fund	Total Governmental Funds
ASSETS	\$2,567,309	\$ 134,411	\$ 16,111	\$ 635,722	\$3,353,553
Cash					
Receivables	52,319	-	-	-	52,319
Taxes	7,265	-	-	-	7,265
Assessments-current	44,690	-	-	-	44,690
Assessments-deferred	71,542	81,305	500	124,472	277,819
Due from other funds	49,165	-	-	-	49,165
Due from state					
Total Assets	<u>\$2,792,290</u>	<u>\$ 215,716</u>	<u>\$ 16,611</u>	<u>\$ 760,194</u>	<u>\$3,784,811</u>
LIABILITIES AND FUND EQUITY					
Liabilities:	\$ 5,349	\$ -	\$ -	\$ -	\$ 5,349
Accounts payable	205,777	-	-	500	206,277
Due to other funds	51,955	-	-	-	51,955
Deferred revenue					
Total Liabilities	<u>263,081</u>	<u>-</u>	<u>-</u>	<u>500</u>	<u>263,581</u>
Fund Equity:					
Fund balance	2,529,209	215,716	16,611	759,694	3,521,230
Unreserved					
Total Fund Equity	<u>2,529,209</u>	<u>215,716</u>	<u>16,611</u>	<u>759,694</u>	<u>3,521,230</u>
Total Liabilities and Fund Equity	<u>\$2,792,290</u>	<u>\$ 215,716</u>	<u>\$ 16,611</u>	<u>\$ 760,194</u>	<u>\$3,784,811</u>

The accompanying notes are an integral part of this statement.

Township of Olive, Michigan

RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF NET ASSETS

March 31, 2008

Total fund balance-governmental funds	\$3,521,230
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Amounts reported for governmental activities in the Statement of  
Net Assets are different because:

Capital assets used in governmental activities are not financial  
resources and are not reported in the governmental funds.

Cost of capital assets	\$2,284,717	
Accumulated depreciation	<u>(622,315)</u>	1,662,402

Special assessment receivables are expected to be collected over several years, and are not available to pay for current year expenditures.	<u>51,955</u>
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Net assets of governmental activities in the Statement of Net Assets	<u>\$5,235,587</u>
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The accompanying notes are an integral part of this statement.

Township of Olive, Michigan

STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES

GOVERNMENTAL FUNDS

Year ended March 31, 2008

	General Fund	Road Fund	Fire Rescue Donation Fund	Emergency Fund	Dust Fund	Total Governmental Funds
Revenues:						
Taxes	\$171,674	\$ 322,289	\$ -	\$ 321,792	\$ -	\$ 815,755
Licenses and permits	59,296	-	-	-	-	59,296
Federal grants	-	-	-	40,319	-	40,319
State grants	314,285	-	-	-	-	314,285
Interest and rentals	167,524	1,574	-	13,659	291	183,048
Other revenue	<u>16,223</u>	<u>-</u>	<u>4,793</u>	<u>2,676</u>	<u>-</u>	<u>23,692</u>
TOTAL REVENUES	729,002	323,863	4,793	378,446	291	1,436,395
Expenditures						
Current:						
Legislative	13,411	-	-	-	-	13,411
General government	313,089	-	-	-	-	313,089
Public safety	107,130	-	2,946	207,598	-	317,674
Public works	51,451	308,050	-	-	-	359,501
Other	146,765	-	-	-	-	146,765
Capital outlay	<u>79,101</u>	<u>-</u>	<u>-</u>	<u>10,950</u>	<u>-</u>	<u>90,051</u>
TOTAL EXPENDITURES	<u>710,947</u>	<u>308,050</u>	<u>2,946</u>	<u>218,548</u>	<u>-</u>	<u>1,240,491</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	18,055	15,813	1,847	159,898	291	195,904
Other financing sources (uses)						
Operating transfers in	11,150	-	-	-	-	11,150
Operating transfers out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(11,150)</u>	<u>(11,150)</u>
Total other financing sources (uses)	<u>11,150</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(11,150)</u>	<u>-</u>
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	29,205	15,813	1,847	159,898	(10,859)	195,904
Fund balance - April 1	<u>\$2,500,004</u>	<u>199,903</u>	<u>14,764</u>	<u>599,796</u>	<u>10,859</u>	<u>3,325,326</u>
Fund balance - March 31	<u>\$2,529,209</u>	<u>\$215,716</u>	<u>\$ 16,611</u>	<u>\$ 759,694</u>	<u>\$ -</u>	<u>\$ 3,521,230</u>

The accompanying notes are an integral part of this statement.

Township of Olive, Michigan

RECONCILIATION OF THE STATEMENT OF REVENUES,  
EXPENDITURES AND CHANGES IN FUND BALANCES OF  
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

Year ended March 31, 2008

Net change in fund balances-total governmental funds: \$195,904

Amounts reported for governmental activities in the Statement of Activities  
are different because:

Governmental funds report outlays for capital assets as expenditures  
in the Statement of Activities; these costs are depreciated over their  
estimated useful lives.

Depreciation expense	\$ (87,504)	
Capital outlay	<u>90,050</u>	2,546

Special assessment revenues reported in the statement of activities  
in previous years that did not provide current financial resources in  
the governmental funds until the current year. (6,790)

Change in net assets of governmental activities \$191,660

The accompanying notes are an integral part of this statement.

Township of Olive, Michigan

FIDUCIARY FUNDS - STATEMENT OF NET ASSETS

March 31, 2008

		<u>Trust and Agency Funds</u>	
		<u>Current Tax Collection</u>	<u>Escrow</u>
ASSETS			
	Cash	\$ <u>71,542</u>	\$ <u>5,000</u>
LIABILITIES			
	Due to other funds	\$ 71,542	\$ -
	Escrow deposits	<u>-</u>	<u>5,000</u>
		\$ <u>71,542</u>	\$ <u>5,000</u>

The accompanying notes are an integral part of this statement.



Township of Olive, Michigan

NOTES TO FINANCIAL STATEMENTS

March 31, 2008

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Township of Olive have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Township's policies are described below.

1. Reporting Entity

The Township of Olive (Ottawa County) is a general law township which operates under an elected Township Board form of government and provides services to its residents in many areas including public safety (fire protection), highways and streets, parks and recreation, planning and zoning and general administrative services.

2. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities normally are supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirement of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues. The Township does not allocate indirect costs.

Separate financial statements are provided for governmental funds and fiduciary funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

3. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the fiduciary fund financial statements. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Township of Olive, Michigan

NOTES TO FINANCIAL STATEMENTS - CONTINUED

March 31, 2008

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES-CONTINUED

3. Measurement Focus, Basis of Accounting and Financial Statement Presentation-Continued

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures (when applicable), expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

Property taxes, state revenue sharing and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Township reports the following major governmental funds:

The General Fund is the Township's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Road Fund accounts for revenue to be used for paving of roads within the Township.

The Fire Rescue Donation Fund accounts for all donations from corporations or individuals for the purpose of purchasing safety equipment for the fire rescue.

The Emergency Fund accounts for all fire department and emergency services provided for the Township.

The Township reports the following fiduciary funds:

The Current Tax Collection Fund accounts for revenues received from tax payers and distributed to various entities including the state, county, townships and school districts per predetermined millages.

The Escrow Fund accounts for funds held for a sand mine permit to ensure projects are completed correctly within the Township.

Township of Olive, Michigan

NOTES TO FINANCIAL STATEMENTS - CONTINUED

March 31, 2008

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

3. Measurement Focus, Basis of Accounting and Financial Statement Presentation-Continued

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, are generally followed in the government-wide financial statements to the extent that those standards do not conflict with the standards of the Governmental Accounting Standards Board.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions, including special assessments, if any. Internally dedicated resources are reported as general revenue rather than as program revenues. Likewise, general revenues include all taxes.

4. Assets, Liabilities, and Net Assets or Equity

a. Deposits and Investments

The Township's cash and cash equivalents are considered to be interest bearing and non-interest bearing, demand deposits and certificates of deposits. The Township has adopted an investment policy in compliance with State of Michigan statutes. Those statutes authorize the Township to invest in obligations of the United States, certificates of deposit, prime commercial paper, securities guaranteed by United States agencies or instrumentalities, United States government or federal agency obligation repurchase agreements, bankers acceptances, state-approved investment pools and certain mutual funds. The Township has adopted an investment policy that is more restrictive than the above. See Note C2.

The Township considers all highly liquid investments purchased with an original maturity of three months or less to be cash equivalents.

b. Receivables and Payables

All outstanding balances between funds are reported as "due to/from other funds."

Property taxes attach as an enforceable lien on property and are levied as follows: Summer taxes on July 1 and are payable through September 14; winter taxes on December 1 are payable through February 14. The Township bills and collects its own property taxes and also taxes for the local and intermediate school districts and the county. Collection of these taxes and

Township of Olive, Michigan

NOTES TO FINANCIAL STATEMENTS - CONTINUED

March 31, 2008

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

4. Assets, Liabilities, and Net Assets or Equity-Continued

remittance of them to the districts and the county are accounted for in the Current Tax Collection Fund. Township property tax revenues are recognized in the period for which they are levied. The Township is permitted by law to levy taxes up to .9784 mills per \$1,000 of assessed valuation for general governmental services other than the payment of principal and interest on long-term debt and no millage for the payment of principal and interest on long-term debt. The combined tax rate, of levied millage and additional voted millage, to finance general governmental services for the year ended March 31, 2008, was 4.9753 mills.

c. Capital Assets

Capital assets, which include property, plant and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements, if any, are capitalized as projects are constructed.

Property, plant and equipment of the primary government is depreciated using the straight-line method over the following useful lives:

<u>Assets</u>	<u>Years</u>
Land improvements	15-30
Buildings	55
Building improvements	10-20
Furniture, fixtures and equipment	5-15
Vehicles	10-20

Township of Olive, Michigan

NOTES TO FINANCIAL STATEMENTS - CONTINUED

March 31, 2008

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

d. Compensated Absences

Township employees are granted vacation and sick leave in varying amounts based on length of service. Unused vacation time and sick leave do not accumulate past March 31 of each fiscal year. No portion of unused sick leave is paid to employees at the time of termination or retirement. It is the Township's policy to recognize the cost of sick leave at the time it is paid.

e. Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

f. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures.

NOTE B - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

1. Budgetary Information

The Township follows these procedures in establishing the budgetary data reflected in the financial statements:

- a. On or about March 31, the Township Board submits to the general public a proposed operating budget for the fiscal year commencing the following April 1. The operating budget included proposed expenditures and the means of financing them.
- b. Public hearings are conducted to obtain taxpayer comments.
- c. Prior to April 1, the budget is legally enacted through passage of a resolution.
- d. The Township Board is authorized to transfer budgeted amounts within departments within any fund.
- e. Budgets for the general fund and special revenue funds are adopted on a basis consistent with generally accepted accounting principles.
- f. Appropriations for all funds lapse at the end of the fiscal year.

Budgeted amounts are as originally adopted, or as amended by the Township Board as of March 31, 2008.

Township of Olive, Michigan

NOTES TO FINANCIAL STATEMENTS - CONTINUED

March 31, 2008

NOTE B - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY-CONTINUED

2. Risk Management

The Township of Olive is exposed to various risks of loss related to property loss, torts, errors and omissions, employee injuries, as well as medical benefits provided to employees. The Township has purchased commercial insurance for medical benefits and workers compensation claims and participates in the Michigan Township Participating Plan for claims relating to general liability, excess liability, auto liability, trunkline liability, errors and omissions, physical damage (equipment, buildings and contents.) Settled claims for the commercial insurance have not exceeded the amount of insurance coverage in any of the past three years.

The local units in the State of Michigan established and created a trust fund, known as the Michigan Township Participating Plan pursuant to the provisions of Act 138 of the Michigan Public Acts of 1982. The plan is to provide for joint and cooperative action relative to Members' financial and administrative resources for the purpose of providing risk management services along with property and liability protection. Membership is restricted to local units and related local unit activities within the state. The Township of Olive became a member of the plan in 1996.

The Michigan Township Participating Plan operates as a risk-sharing management program for local units in Michigan, member premiums are used to purchase insurance coverage to pay member claims in excess of deductible amounts.

Township of Olive, Michigan

NOTES TO FINANCIAL STATEMENTS - CONTINUED

March 31, 2008

NOTE C - DEPOSITS

1. Deposits

The Township's deposits are with four financial institutions and are carried at cost, the deposits are composed of interest bearing and non-interest bearing demand deposits and certificates of deposit.

As of March 31, 2008, the Township's carrying amount of deposits was \$3,430,095 and the bank balance was \$3,449,682. Of the bank balance, \$500,000 was covered by federal depository insurance, the remainder being uninsured.

2. Investment Policy

Michigan Compiled Laws, Section 129.91, authorizes the local governmental units to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations which have an office in Michigan. The local unit is allowed to invest in bonds, securities and other direct obligations of the United States or any agency or instrumentality of the United States; repurchase agreements; bankers' acceptance of United States banks; prime commercial paper; obligations of the State of Michigan or its political subdivisions, which are rated as investment grade; and mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan.

The investment policy adopted by the Township in accordance with Public Act 20 of 1943 (as amended) authorized investments in demand depository accounts, certificates of deposit, and savings accounts.

3. Summary

At year-end, the Township's deposits and investments were reported in the basic financial statements in the following categories:

	<u>Governmental Activities</u>	<u>Fiduciary Funds</u>	<u>Total Primary Government</u>
Cash	\$ <u>3,353,553</u>	\$ <u>76,542</u>	\$ <u>3,430,095</u>

Township of Olive, Michigan

NOTES TO FINANCIAL STATEMENTS - CONTINUED

March 31, 2008

NOTE D - CAPITAL ASSETS

Capital asset activity for the year ended March 31, 2008 was as follows:

<u>Governmental Activities</u>	<u>Balance April 1, 2007</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance March 31, 2008</u>
Capital assets, not being depreciated:				
Land	\$ <u>72,709</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>72,709</u>
Total capital assets, not being depreciated	<u>72,709</u>	<u>-</u>	<u>-</u>	<u>72,709</u>
Capital assets, being depreciated:				
Buildings	842,010	21,948	-	863,958
Building improvements	40,598	22,592	-	63,190
Land improvements	160,950	-	-	160,950
Furniture, Fixtures and equipment	100,826	45,510	-	146,336
Vehicles	<u>977,574</u>	<u>-</u>	<u>-</u>	<u>977,574</u>
Total capital assets, being depreciated	2,121,958	90,050	-	2,212,008
Less accumulated depreciation for:				
Buildings	138,009	15,409	-	153,418
Building improvements	1,425	3,946	-	5,371
Land improvements	24,218	5,561	-	29,779
Furniture, Fixtures and equipment	50,747	11,097	-	61,844
Vehicles	<u>320,412</u>	<u>51,491</u>	<u>-</u>	<u>371,903</u>
Total accumulated depreciation	<u>534,811</u>	<u>87,504</u>	<u>-</u>	<u>622,315</u>
Total capital assets, being depreciated, net	<u>1,587,147</u>	<u>2,546</u>	<u>-</u>	<u>1,589,693</u>
Capital Assets, net	<u>1,659,856</u>	<u>2,546</u>	<u>-</u>	<u>1,662,402</u>
Government activities:				
Depreciation				
Depreciation expense was charged to functions as follows:				
General government				\$ 17,151
Public safety				68,447
Public works				<u>1,906</u>
				<u>\$ 87,504</u>



Township of Olive, Michigan

NOTES TO FINANCIAL STATEMENTS - CONTINUED

March 31, 2008

NOTE E - INTERFUND RECEIVABLES AND PAYABLES

Details of interfund receivables and payables at March 31, 2008, are as follows:

<u>Fund</u>	<u>Interfund Receivables</u>	<u>Fund</u>	<u>Interfund Payable</u>
Road	\$ 81,305	General	\$205,777
Emergency	<u>124,472</u>		<u>205,777</u>
	205,777		
General	71,542	Current Tax Collection	71,542
Fire Rescue Donation	<u>500</u>	Emergency	<u>500</u>
	<u>\$277,819</u>		<u>\$277,819</u>

NOTE F - EXCESS OF EXPENDITURES OVER APPROPRIATIONS IN BUDGETARY FUNDS

In the body of the financial statements, the Township's actual expenditures and budgeted expenditures have been reported on a functional basis. This is the same basis for which the budgets have been legally adopted and amended.

During the year ended March 31, 2008, the Township incurred expenditures in certain budgetary funds which were in excess of the amounts appropriated, as follows:

	<u>Budget</u>	<u>Expenditures</u>	<u>Variance</u>
General Fund			
Attorney	104,965	108,555	3,590
Election	3,026	3,293	267
Fire Rescue Donation Fund			
Expenditures	-	2,946	2,946

NOTE G - MICHIGAN MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS)

The Township of Olive elected to become a member of the Municipal Employees Retirement System in accordance with provisions of Section 41 of Act No. 427, Public Acts of 1984, effective July 1, 1991. The payroll for employees covered by the MERS for the year ended March 31, 2008, was \$69,125. Current membership in the MERS is comprised of the following:

Township of Olive, Michigan

NOTES TO FINANCIAL STATEMENTS - CONTINUED

March 31, 2008

NOTE G - MICHIGAN MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS)-CONTINUED

<u>Group</u>	<u>March 31, 2007</u>
Retirees and beneficiaries currently receiving benefits	2
Vested terminated employees	0
Active employees	3

Employees attaining the age of 50 who have completed 25 or more continuous years of service are entitled to annual benefits of 2.0% of their final average compensation for each year of credited service, reduced 1/2 of 1% for each complete month that retirement precedes the normal retirement age of 60. The MERS permits early retirement at the completion of 25 years of continuous service. Active employees who become disabled after acquiring ten or more years of continuous service are entitled to annual benefits of 2.0% of their final average compensation for each year of credited service.

If an active employee or vested former employee with ten or more years of service dies before retirement, a monthly survivor allowance may be payable as follows:

Named contingent survivor beneficiary (if any) will receive a retirement allowance computed in the same manner as a service retirement allowance, but reduced to reflect an Option II (100% joint and survivor) election.

No named beneficiary and the employee leaves a spouse, the spouse will receive a survivor allowance. The amount of allowance shall be 85% of the deceased employee or former employee accrued retirement allowance, based upon service and final average compensation at time of death.

No named beneficiary and no retirement allowance being paid to a surviving spouse, unmarried children under the age of 21 will be paid an equal share of 50% of the deceased employee's accrued retirement allowance.

If an employee terminates employment with the Township before age 60, other than by retirement or death, the retirement allowance is computed in the same manner as a service retirement with the applicable benefit being determined as of the date of termination. Rights to an allowance are forfeited if the employee's accumulated contributions are withdrawn.

Employees are required to contribute 7.6% of their annual salary to the MERS. The Township is required to contribute the remaining amount necessary to fund the MERS, using the entry age-normal actuarial method as specified by ordinance. The Township currently funds at a rate of 6.64% of each participating employee's annual salary.

Township of Olive, Michigan

NOTES TO FINANCIAL STATEMENTS - CONTINUED

March 31, 2008

NOTE G - MICHIGAN MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS)-CONTINUED

Funding Status and Progress

The Township contributed \$4,600 to the plan for the year ended March 31, 2008. The pension benefit obligation was underfunded by \$17,288 and \$19,292 at January 1, 2008 and 2007, respectively, and was determined as part of an actuarial valuation of the plan as of those dates. Significant actuarial assumptions used in determining the pension benefit obligation include (a) a rate of return on the investment of present and future assets of 8.0% per year compounded annually, (b) the salary increase assumption projects annual salary increases of 4.5% plus a percentage based on an age-related scale to reflect merit, longevity and promotional salary increases, (c) the assumption that benefits will not increase after retirement.

NOTE H - BUILDING INSPECTION DEPARTMENT

Olive Township is responsible for complying with the State Construction Code Act. This Act was amended by Public Act 245 of 1999 which became effective on January 1, 2000. Section 22 of Public Act 245 requires that the legislative body of a governmental subdivision shall establish reasonable fees to be charged by the governmental subdivision for acts and services performed by the enforcing agency under this act, which fees shall be intended to bear a reasonable relation to the cost, including overhead, to the governmental subdivision of the acts and services, including, without limitation, those services and acts as, in case of an enforcing agency, issuance of building permits, examination of plans and specifications, inspection of construction undertaken pursuant to a building permit, and the issuance of certificates of use and occupancy, and, in case of a board of appeals, hearing appeals in accordance with this act. The legislative body of a governmental subdivision shall only use fees generated under this section for the operation of the enforcing agency and shall not use the fees for any other purpose.

Olive Township meets the Michigan Department of Treasury criteria to account for these activities in the General Fund (ie. not establishing a separate Special Revenue Fund) namely, that the fee structure is not intended to recover the full cost of the enforcing agency and the Township has the ability to track the full costs and revenues of the enforcing agency without creating a separate fund. The following is a schedule of the revenues and expenditures associated with the building inspection department:

Township of Olive, Michigan

NOTES TO FINANCIAL STATEMENTS - CONTINUED

March 31, 2008

NOTE H - BUILDING INSPECTION DEPARTMENT-CONTINUED

Township of Olive Building Inspection Department April 1, 2007-March 31, 2008	
Revenue	\$ 59,296
Expenses	
Contracted services	48,788
Supplies	1,713
Administration	<u>5,930</u>
TOTAL EXPENSES	<u>56,431</u>
EXCESS OF REVENUE OVER (UNDER) EXPENSES	\$ <u>2,865</u>

## REQUIRED SUPPLEMENTAL INFORMATION

Township of Olive, Michigan  
Budgetary Comparison Schedule  
GENERAL FUND

Year ended March 31, 2008

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with final Budget - Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Taxes	\$ 198,500	\$ 198,500	\$ 171,674	\$ (26,826)
Licenses and permits	50,000	50,000	59,296	9,296
State grants	225,000	225,000	314,285	89,285
Interest and rentals	90,000	90,000	167,524	77,524
Other revenue	<u>12,500</u>	<u>12,500</u>	<u>16,223</u>	<u>3,723</u>
TOTAL REVENUES	576,000	576,000	729,002	153,002
EXPENDITURES				
Legislative				
Governing body				
Salaries and wages	5,050	5,050	2,575	2,475
Supplies	<u>14,000</u>	<u>14,000</u>	<u>10,836</u>	<u>3,164</u>
Total legislative	19,050	19,050	13,411	5,639
General government				
Supervisor				
Salaries and wages	25,000	25,000	22,990	2,010
Supplies	<u>2,000</u>	<u>2,000</u>	<u>1,922</u>	<u>78</u>
	27,000	27,000	24,912	2,088
Auditor				
Professional and contractual services	11,000	11,000	10,605	395
Assessor				
Professional and contractual services	21,960	21,960	21,960	-
Supplies	<u>1,500</u>	<u>2,100</u>	<u>2,096</u>	<u>4</u>
	23,460	24,060	24,056	4
Attorney				
Professional and contractual services	90,000	104,965	108,555	(3,590)
Election				
Wages	1,500	1,500	1,859	(359)
Supplies	<u>1,000</u>	<u>1,526</u>	<u>1,434</u>	<u>92</u>
	2,500	3,026	3,293	(267)

The accompanying notes are an integral part of this statement.

Township of Olive, Michigan  
Budgetary Comparison Schedule  
GENERAL FUND-CONTINUED

Year ended March 31, 2008

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with final Budget - Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
General government-Continued				
Clerk				
Salaries and wages	22,800	22,800	22,265	535
Supplies	<u>4,200</u>	<u>4,200</u>	<u>2,900</u>	<u>1,300</u>
	27,000	27,000	25,165	1,835
Deputy Clerk				
Salaries and Wages	1,500	1,500	785	715
Treasurer				
Salaries and wages	24,400	24,400	23,445	955
Supplies	<u>2,000</u>	<u>2,105</u>	<u>2,105</u>	<u>-</u>
	26,400	26,505	25,550	955
Deputy Treasurer				
Salaries and wages	2,000	2,000	2,000	-
Board of Review				
Salaries and wages	3,000	3,000	1,170	1,830
Office supplies	<u>500</u>	<u>600</u>	<u>687</u>	<u>(87)</u>
	3,500	3,600	1,857	1,743
Building and Grounds				
Salaries and wages	5,500	5,500	4,750	750
Office supplies	20,000	20,000	15,372	4,628
Public utilities	<u>15,000</u>	<u>15,000</u>	<u>11,186</u>	<u>3,814</u>
	40,500	40,500	31,308	9,192
General services				
Wages	33,000	33,000	28,912	4,088
Office supplies	17,000	17,000	16,297	703
Professional and contractual services	<u>5,000</u>	<u>5,000</u>	<u>1,187</u>	<u>3,813</u>
	55,000	55,000	46,396	8,604
Cemetery				
Salaries and wages	7,000	7,000	6,085	915
Supplies	<u>2,500</u>	<u>2,500</u>	<u>2,522</u>	<u>(22)</u>
	<u>9,500</u>	<u>9,500</u>	<u>8,607</u>	<u>893</u>
Total general government	319,360	335,656	313,089	22,567

The accompanying notes are an integral part of this statement.

Township of Olive, Michigan  
Budgetary Comparison Schedule  
GENERAL FUND-CONTINUED

Year ended March 31, 2008

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with final Budget - Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
Public Safety				
Building inspector				
Professional and				
contractual services	40,000	40,000	36,869	3,131
Office supplies	<u>1,500</u>	<u>1,713</u>	<u>1,713</u>	-
	41,500	41,713	38,582	3,131
Electrical Inspector				
Professional and				
contractual services	6,000	6,000	5,014	986
Plumbing Inspector				
Salaries and wages	6,000	6,000	3,041	2,959
Mechanical Inspector				
Professional and				
contractual services	4,000	4,000	3,864	136
Planning Commission				
Salaries and wages	15,000	15,000	4,960	10,040
Supplies	<u>22,000</u>	<u>22,000</u>	<u>7,210</u>	<u>14,790</u>
	37,000	37,000	12,170	24,830
Zoning Administrator				
Professional and				
contractual services	43,830	43,830	43,830	-
Zoning Board of Appeals				
Salaries and wages	1,000	1,000	270	730
Office supplies	<u>2,000</u>	<u>2,000</u>	<u>359</u>	<u>1,641</u>
	<u>3,000</u>	<u>3,000</u>	<u>629</u>	<u>2,371</u>
Total Public Safety	141,330	141,543	107,130	34,413
Public Works				
Drains	75,000	75,000	47,391	27,609
Street lighting				
Public utilities	<u>5,000</u>	<u>5,000</u>	<u>4,060</u>	<u>940</u>
Total Public Works	80,000	80,000	51,451	28,549

The accompanying notes are an integral part of this statement.



Township of Olive, Michigan  
Budgetary Comparison Schedule  
GENERAL FUND-CONTINUED

Year ended March 31, 2008

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with final Budget - Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
Other				
Insurance and payroll taxes	74,000	74,000	35,951	38,049
Engineering	1,000,000	1,000,000	20,662	979,338
Road expenses	500,000	500,000	45,000	455,000
MACC Council	16,000	16,000	8,312	7,688
Miscellaneous	<u>25,400</u>	<u>26,142</u>	<u>36,840</u>	<u>(10,698)</u>
Total Other	1,615,400	1,616,142	146,765	1,469,377
Capital outlay				
General	<u>100,000</u>	<u>100,000</u>	<u>79,101</u>	<u>20,899</u>
 TOTAL EXPENDITURES	<u>2,275,140</u>	<u>2,292,391</u>	<u>710,947</u>	<u>1,581,444</u>
 EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,699,140)	(1,716,391)	18,055	1,734,446
Other financing sources (uses)				
Operating transfers in	<u>-</u>	<u>-</u>	<u>11,150</u>	<u>11,150</u>
 EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES	(1,699,140)	(1,716,391)	29,205	1,745,596
 Fund balance - April 1	<u>2,500,004</u>	<u>2,500,004</u>	<u>2,500,004</u>	<u>-</u>
 Fund balance - March 31	<u>800,864</u>	<u>783,613</u>	<u>2,529,209</u>	<u>1,745,596</u>

The accompanying notes are an integral part of this statement.

Township of Olive, Michigan

BUDGETARY COMPARISON SCHEDULE

ROAD FUND

Year ended March 31, 2008

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance with final Budget - Favorable (Unfavorable)
	<u>Original</u>	<u>Final</u>		
Revenues				
Property taxes	\$250,000	\$250,000	\$322,289	\$ 72,289
Interest earnings	<u>500</u>	<u>500</u>	<u>1,574</u>	<u>1,074</u>
TOTAL REVENUES	250,500	250,500	323,863	73,363
Expenditures				
Road projects	<u>374,150</u>	<u>374,150</u>	<u>308,050</u>	<u>66,100</u>
TOTAL EXPENDITURES	<u>374,150</u>	<u>374,150</u>	<u>308,050</u>	<u>66,100</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(123,650)	(123,650)	15,813	139,463
Fund balance - April 1	<u>199,903</u>	<u>199,903</u>	<u>199,903</u>	<u>-</u>
Fund balance - March 31	\$ <u>76,253</u>	\$ <u>76,253</u>	\$ <u>215,716</u>	\$ <u>139,463</u>

The accompanying notes are an integral part of this statement.

Township of Olive, Michigan

BUDGETARY COMPARISON SCHEDULE

FIRE RESCUE DONATION FUND

Year ended March 31, 2008

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance with final Budget - Favorable (Unfavorable)
	<u>Original</u>	<u>Final</u>		
Revenues				
Interest	\$ -	\$ -	\$ -	\$ -
Donations	<u>5,000</u>	<u>5,000</u>	<u>4,793</u>	<u>(207)</u>
TOTAL REVENUES	5,000	5,000	4,793	(207)
Expenditures				
Miscellaneous	<u>-</u>	<u>-</u>	<u>2,946</u>	<u>(2,946)</u>
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>2,946</u>	<u>(2,946)</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	5,000	5,000	1,847	(3,153)
Fund balance - April 1	<u>14,764</u>	<u>14,764</u>	<u>14,764</u>	<u>-</u>
Fund balance - March 31	<u>\$ 19,764</u>	<u>\$ 19,764</u>	<u>\$ 16,611</u>	<u>\$ (3,153)</u>

The accompanying notes are an integral part of this statement.

Township of Olive, Michigan

BUDGETARY COMPARISON SCHEDULE

EMERGENCY FUND

Year ended March 31, 2008

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance with final Budget - Favorable (Unfavorable)
	<u>Original</u>	<u>Final</u>		
Revenues				
Property taxes	\$250,000	\$250,000	\$321,792	\$ 71,792
Federal grants	-	-	40,319	40,319
Interest	8,000	8,000	13,659	5,659
Other revenue	<u>2,000</u>	<u>2,000</u>	<u>2,676</u>	<u>676</u>
TOTAL REVENUES	260,000	260,000	378,446	118,446
Expenditures				
Salaries and wages	-	-	93,356	(93,356)
Operating expenditures	225,000	225,000	90,619	134,381
Insurance	-	-	16,345	(16,345)
Capital outlay	-	-	10,950	(10,950)
Miscellaneous	<u>-</u>	<u>-</u>	<u>7,278</u>	<u>(7,278)</u>
TOTAL EXPENDITURES	<u>225,000</u>	<u>225,000</u>	<u>218,548</u>	<u>6,452</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	35,000	35,000	159,898	124,898
Fund balance - April 1	<u>599,796</u>	<u>599,796</u>	<u>599,796</u>	<u>-</u>
Fund balance - March 31	<u>\$ 634,796</u>	<u>\$ 634,796</u>	<u>\$ 759,694</u>	<u>\$ 124,898</u>

The accompanying notes are an integral part of this statement.

Township of Olive, Michigan

BUDGETARY COMPARISON SCHEDULE

DUST FUND

Year ended March 31, 2008

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance with final Budget - Favorable (Unfavorable)
	<u>Original</u>	<u>Final</u>		
Revenues				
Interest	\$ -	\$ -	\$ 291	\$ 291
 TOTAL REVENUES	-	-	291	291
Expenditures				
Chloride	<u>5,862</u>	<u>5,862</u>	-	<u>5,862</u>
 TOTAL EXPENDITURES	<u>5,862</u>	<u>5,862</u>	-	<u>5,862</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(5,862)	(5,862)	291	6,153
Other financing sources (uses)				
Operating transfers out	-	-	<u>(11,150)</u>	<u>(11,150)</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES AND OTHER USES	(5,862)	(5,862)	(10,859)	(4,997)
 Fund balance - April 1	<u>10,859</u>	<u>10,859</u>	<u>10,859</u>	-
Fund balance - March 31	<u>\$ 4,997</u>	<u>\$ 4,997</u>	<u>\$ -</u>	<u>\$ (4997)</u>

The accompanying notes are an integral part of this statement.

**CALVIN D. MEEUSEN, C.P.A., PLLC**

**CALVIN D. MEEUSEN  
CERTIFIED PUBLIC ACCOUNTANT**

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June 27, 2008

Members of the Township Board  
Township of Olive, Michigan

In connection with my examination of the financial statements of the Township of Olive as of March 31, 2008. I have reviewed the accounting policies and procedures employed by the Township and the internal controls in effect. As a result of this review, I wish to make certain comments and recommendations.

I have examined the financial statements of the Township of Olive, Michigan, for the year ended March 31, 2008, and have issued my report thereon dated June 27, 2008. As part of my examination, I made a study and evaluation of the system of internal accounting control of the Township of Olive, Michigan, to the extent I considered necessary to evaluate the system as required by generally accepted auditing standards and the standards for financial and compliance audits contained in the U.S. General Accounting Office "Standards for Audit of Governmental Organizations, Programs, Activities and Functions". The purpose of my study and evaluation was to determine the nature, timing and extent of the auditing procedures necessary for expressing an opinion on the entity's financial statements. My study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole.

The management of the Township of Olive, Michigan, is responsible for establishing and maintaining a system of internal accounting control. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

Because of inherent limitations in any system of internal accounting control, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

My study and evaluation made for the limited purposes described in the first paragraph would not necessarily disclose all material weaknesses in the system. Accordingly, I do not express an opinion on the system of internal accounting control of the Township taken as a whole.

However, my study and evaluation disclosed that the internal controls are not adequate to reduce to a relatively low risk that errors or irregularities in amounts that would be material in relation to the financial statements of the Township may occur and not be detected within a timely period. This is because of a lack of segregation of duties due to the limited number of accounting personnel. Accordingly, substantive testing has been increased to reduce to an acceptable level the audit risk associated with this situation.

A budget is required by the State Constitution and by State Statutes and is the only basis for spending. A local unit cannot overspend its adopted budget unless a change in the budget is approved by the Board. Any amendment to the adopted budget should be made no later than the last day of the fiscal year and any transfer of monies between funds, except those authorized by statute, should be held to an absolute minimum and should be authorized by resolution of the Township and recorded in the Board minutes.

All general ledger accounts in all funds should be reviewed, at minimum, on a monthly basis for reasonableness and completeness. Discrepancies and problems, if found, could then be easily corrected in a more timely manner.

A monthly bank reconciliation should be prepared for all cash accounts and compared to the corresponding general ledger balance. Any discrepancies should then be investigated and corrected.

As of March 31, 2008, the Township had accounts totalling approximately \$3,400,000. Of that only \$500,000 was federally insured. I recommend that the Township continue to maintain accounts with a number of federally insured financial institutions to maximize FDIC coverage.

Pursuant to the following subsections of the Michigan Compiled Laws Section 211.43, tax collections shall be delivered according to the following schedule:

3 (a) Within 10 business days after the first and fifteenth day of each month, the township or city treasurer shall account for and deliver to the county treasurer the total amount of state and county tax collections on hand on the first and fifteenth day of each month; to the school district treasurers, the total amount of school tax collections on hand on the first and fifteenth day of each month; and to the public transportation authorities, the total amount of public transportation authority tax collections on hand the first and fifteenth day of each month. If the intermediate school district and community college district provide for direct payment pursuant to subsection (9), the township or city treasurer shall also account for and deliver to the intermediate school district and the community college district the total respective amounts of school tax collections on hand the first and fifteenth day of each month. This subdivision shall not apply to the month of March.

Members of the Township Board  
Township of Olive, Michigan

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(12) interest earned by a city, township, or county on collections of taxes levied on or after November 5, 1985 before the tax collections are accounted for and delivered to the respective taxing units pursuant to this section shall also be accounted for and delivered to the respective taxing units on a pro rata basis.

The Township was not in compliance with the above provisions for the year ending March 31, 2008. This is a repeat comment from the prior year.

It has been brought to our attention the timing of certain payroll related expenditures are not in technical compliance with state statutes. I recommend that the Township Board inquire into this further and determine if current procedures are appropriate. This is a repeat comment from the prior year.

In conclusion, I wish to state that I have had excellent cooperation from all personnel involved in the recordkeeping area and look forward to more of the same in the future. All of the above comments and recommendations have been discussed with Township officials who have indicated to me that the Township will attempt to comply with them. These comments and recommendations are intended to be only of a constructive nature as I am sure they will continue to improve your accounting system. I would be available at any time in order to discuss these comments and recommendations.

Respectfully submitted,

A handwritten signature in black ink, reading "Calvin D. Meeusen C.P.A. PLLC". The signature is fluid and cursive, with the first name "Calvin" being the most prominent part.

Calvin D. Meeusen, C.P.A., PLLC